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# Graduate School Application Checklist

MA in Educational Leadership and Societal Change

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## Application Deadline: January 30<sup>th</sup>, 2015

All application requirements listed below must be received by this deadline to be considered for admission.

1. Application
2. Application Fee
  - A non-refundable application processing fee of US \$45.
3. Transcript(s) of Grades
  - Submit one official transcript from each institution you have attended covering all undergraduate and graduate studies (including extension summer or correspondence courses). Please note: All transcripts not in English must be accompanied by certified English translations.
  - Work in progress will be considered in fulfillment of requirements, and admission may be granted subject to the filing of final transcripts, before enrollment, showing satisfactory completion of work in progress.
4. Resume or Curriculum Vitae (CV)
5. Personal Statement
  - Please write a brief statement describing your background, past work in your intended field of study, your goals for graduate study and a professional career, experience and any other information you feel is relevant.
6. Academic Writing Sample
  - Please submit an academic paper or thesis as a writing sample to be included in your application.
7. Two Recommendations
  - Ask two individuals qualified to evaluate your educational background and/or academic and professional achievement to complete a recommendation for you. Please ask your recommenders to use the official Recommendation Form provided by Soka.
8. GRE Score Report
  - An official report of the score of the Graduate Record Examination (GRE) taken within the past five years is required of all applicants. Student copies are not accepted. Our GRE school code is **4720**.
9. TOEFL Score Report (International Applicants)
  - Any applicant whose native language is not English is required to submit an official TOEFL score report. Student copies are not accepted. Our TOEFL school code is **4720**.

You can mail your documents directly to:

Soka University of America  
Attention: Graduate Admissions  
1 University Drive  
Aliso Viejo, CA 92656